



Flathead County EMS  
625 Timberwolf Parkway  
Kalispell, MT 59901

EMS Administrative Board Meeting  
June 18, 2019 @ 1:00 pm  
Flathead Emergency Operations Center

**Members Present:** Wayne Miller, MD, Ryan Pitts (KRMCM), Jacob Pitcher, Mary Granger, and Amy Vanterpool (NVH).

**Others Present:** Rick Sacca, Richard Briles, MD, Craig Williams, David Mangold, Mark Thiry, Dave Dedman, Jennifer Rankosky, James Brower, Amy Beick, and Juanita Nelson.

**Call to Order:** Meeting was called to order by MILLER at 1:01 pm.

**Approval of Agenda:** MILLER asked for a motion to approve the agenda. VANDERPOOL motioned to approve the agenda as presented, GRANGER seconded, motion carried unanimously.

**Approval of Minutes:** PITTS motioned to approve the February 12, 2019 minutes as presented, PITCHER seconded, motion carried.

PITTS motioned to approve the April 5, 2019 minutes as presented, PITCHER seconded, motion carried.

**Public Comment:** None

**Ratify County EMS Unit Payout (November 2018 – April 2019):** A copy of the Semi-Annual Financial Distribution for Response and Readiness report was distributed to the Board, and Rick Sacca briefed the Board on the payouts. Discussion followed regarding future payments to Olney Fire Department and the distribution formula. Clarification was made that the funding formula is the same formula as used in the past just presented in a different format, and that Olney Fire Department is a discussion item listed later in the agenda.

MILLER asked for a motion to approve the EMS payouts, hearing no motion from the Board MILLER motioned to approve the EMS Payouts, PITTS seconded, motion carried.

**Review & Approval of EMS Advisory Committee Revised Bylaws:** A copy of the proposed revised EMS Advisory Committee Bylaws was distributed to the Board and Rick Sacca briefed the Board on the changes, and stated that it has been reviewed and approved by legal.

GRANGER motioned to approve the revised EMS Advisory Committee Bylaws as presented, VANTERPOOL seconded, motion carried.

**Discussion and Decision about Olney Fire Department:** Rick Sacca briefed the Board stating that he has met with the Olney Fire District Board Chairman Paul Jeremiassen to discuss the EMS response status and capabilities for Olney Fire District. Mr. Jeremiassen stated that as of last week membership for the Department is four personnel with no EMS training. The District acknowledges that the Department does not have the capability to respond as a QRU, and due to financial reasons could possibly be selling their ambulance and no longer be a transport agency.

Discussion followed regarding future funding and concern was voiced about removing readiness funding for QRU status as it could possibly impede the Departments ability to become qualified to respond at a QRU level.

Further discussion followed regarding how to reallocate the readiness funding that was being distributed to Olney Fire.

PITTS motioned to remove Olney from both QRU and Transport from the disbursement calculation list, PITCHER seconded, motion carried.

GRANGER motioned to reallocate Olney Fire transport readiness funding equally amongst the remaining transport agencies, PITTS seconded, motion carried.

**Approve EMS Manager to Proceed with Renewal of Medical Director Contract (to July 31, 2020):** Discussion amongst the Board members regarding conditions of renewal of the EMS Medical Director Contract, and whether or not to issue a twelve month contract with the understanding of for the last three months the fee would be split amongst Dr. Briles, and the new EMS Medical Director for a three month training period, or to issue a nine month contract. Other discussion followed regarding DEA licenses being tied to the Medical Director and that the contract should go through July 2020 due to renewal licenses for the response agencies.

Further discussion followed and Dr. Briles briefed the Board stating that with the unfunded mandate from the State of Montana regarding Community Para Medicine, that if agencies decide to provide Community Para Medicine services, the EMS Medical Director would need to oversee implementation, and possibly oversight of the agencies Community Para Medicine program. Each agency has the option to provide Community Para Medicine services, and unless they contract with someone else for medical direction of their program those duties would fall under the EMS Medical Director.

PITTS motioned to approve staff to proceed with the renewal of the EMS Medical Director contract, VANTERPOOL seconded, motion carried.

**Finance Report from OES Admin/Finance Specialist:** Juanita Nelson distributed copies of the Operating Statements for funds 2272, 2273, and 4019 to the Board, along with a Financial Summary. Nelson highlighted the following financial information:

- Fund 2272 - Some individual line items are over spent, but overall bottom line we will be significantly under budget due to salary vacancy savings.
- Fund 2273 – Remaining budgeted expenditures will be spent with the EMS Unit Payout expenditures.
- Fund 4019 – Budgeted project will not be completed this fiscal year, and those budgeted funds will remain in the cash balance.

**Report from EMS Medical Director:** Dr. Briles briefed the Board on the following:

- No concerns regarding response for transport units for the summer.
- Big Mountain request for year round Medical Director Services – During discussions Big Mountain is not interested in acquiring QRU licensure, or expanding their services beyond Wilderness first aid, and will not be incorporated under the medical direction of Dr. Briles.

**Report from Co-Chair of EMS Advisory Committee:** Rick Sacca briefed the Board on the following:

- Election of Officers: Jordan Owen, and Amy Beick elected co-chairs.
- Revision of Bylaws completed.
- Provided OES Management with a report of what the Committee felt the EMS office should be providing.

**Report from Co-Chair of EMS Pre-Hospital Care Protocols Update Committee:** Rick Sacca briefed the Board stating that the committee is completing revisions to the existing protocols, and have met with Dr. Briles for review and consideration of the revisions. Once final revisions are complete new protocol books will be printed, published online and developed into an application accessible on electronic devices. Expectation is that the draft version will be sent out for review and comments within the next two weeks, with the final document ready for Board review at the next meeting.

**Report from Acting EMS Manager:** Rick Sacca distributed a copy of the EMS Managers Report and briefed the Board on the items listed.

**Other Business - Briefing of Recommendations of OES Management for EMS staffing and operations:** Rick Sacca briefed the Board stating that the draft recommendation were sent to the Sheriff for his review. Edits were completed and the final version was submitted to Sheriff Heino on June 7<sup>th</sup>. Discussion followed regarding when

the recommendations would be presented to the Board for review, and Rick stated he thinks Sheriff Heino will present the final program recommendations and revisions to the position description(s) to the Board for review. The Board requested that the recommendations and revisions be presented to them prior to being sent to the Commissioners.

**Future Agenda Items - Discussion about Possible Upcoming Revisions to the EMS MOU:** Rick Sacca highlighted issues with the current MOU, and would like to start the discussion to revise the MOU. Staff will review potential revisions and brief the Board on proposed changes at a future meeting.

**ID Badges:** MILLER requested an update on ID Badges. Rick Sacca stated that due to staffing issues Lakeside QRU has volunteered to make a prototype with control measures to present the Advisory Committee for their review.

**Board Member Comments:** Thank you to the Protocol Committee and Advisory Committee for all the work they have done.

**Future Dates:** Next Meeting scheduled for August 13, 2019 at 1:00 pm.

Dr. Briles asked what the timeframe for filling the EMS Manager position, requesting that he be involved in the interview process. Rick Sacca stated that he does not have a set time frame for the hiring process.

Meeting Adjourned at 2:16 pm